

## **HOW TO APPLY**

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>

## **ANTICIPATED VACANCY**

### **ACCOUNTANT IV**

**Annual Minimum Salary: \$36,115.32**

**\*\*The successful candidate will be hired at the minimum salary\*\***

**Position Number: 003093**

**Class Code: 6610**

### **General Description**

The essential function of the position within the organization is to perform advanced accounting functions in compliance with generally accepted accounting principles. The position is responsible for purchasing, analyzing and reconciling accounts, preparing and processing related information, maintaining financial records, posting, auditing, processing accounts payable and/or receivable, and preparing financial reports. The position works under general supervision independently developing work methods and sequences.

### **Special Comments:**

- Additional duties will be assigned by the Budget Manager and the Trial Court Administrator.
- This position requires occasional travel to each of six counties using a personal vehicle; travel reimbursement will be made in accordance with state travel regulations.
- Applicants with Florida State Courts System experience are preferred.
- Applicants with experience working with Constitutional Officers and other senior leadership in state or county government are preferred.
- Incumbent is retiring after 16 years of service with the State Courts System.
- This position will be available no earlier than September 8, 2015.
- A thorough criminal background and prior employment check will be conducted on all finalists.

## **Con't ACCOUNTANT IV**

### **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Works independently reconciling, on a monthly basis, Florida Accounting and Information Resource (FLAIR) reports with the state of Florida comptroller ledgers, and maintaining, using FLAIR, general accounting records for a variety of state court system funds, including general revenue, operating trust fund, grants and donations, federal grant trust funds.

Responds to requests from State Courts System personnel for furniture, equipment or services; determines needs, selects vendor and items/services, and prepares and submits purchase orders; interacts with vendors for purchasing and to resolve discrepancies in shipments.

Receives and inspects shipments and processes invoices for payment; manages purchase card; maintains purchasing database, updates property master file periodically.

Performs clerical functions such as setting up and maintaining file/record systems, performing research, and updating procedures.

Acts as Invoice Manager in MFMP (My Florida Market Place).

Manages courtroom property and surplus; inspects and maintains courthouse equipment and obtains services for repairs.

Manages inventory of responsibility; controls State property and manages assets; obtains quotes and negotiates pricing for renovation projects, repairs, equipment, furniture, maintenance agreements, contracts and capital purchases.

Receives and records all revenue collected for the State Courts Revenue Trust Fund. Maintains and distributes monthly cash statements.

Performs general accounting functions such as processing accounts payable, post auditing, or reconciling assigned funds and general ledgers.

Performs analytical review of ledgers for discrepancies and expenditures that are not in accordance with applicable procedures.

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Assists with preparation of financial statements, performs research and detailed analysis, and inputs adjusting entries for specific general ledgers.

Prepares and calculates advances for various needs for Clerk's offices; reconciles and audits settlements; records information in Excel for expenditure requests from other departments.

Provides customer service to court staff and the public by telephone; provides information or directs persons to appropriate personnel or department.

Compiles information/data to support periodic and special financial reports for the area of responsibility; submits reports to appropriate personnel, departments or agencies.

### **Education and Training Guidelines**

- Bachelor's degree in accounting, finance, business administration or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Three years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

### **Competencies**

#### **Data Responsibility:**

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

#### **People Responsibility:**

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

#### **Assets Responsibility:**

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the accounting of very large amounts of money.

#### **Mathematical Requirements:**

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

#### **Communications Requirements:**

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

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### **Complexity of Work:**

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

### **Impact of Decisions:**

Makes decisions with moderate impact - affects those in work unit., other work units, and external customers.

### **Equipment Usage:**

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom accounting applications.

An application must be submitted for the position listing the appropriate class title and position number for which you are applying.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.